

COPYTHORNE PARISH COUNCIL MEETING

TUESDAY 12th FEBRUARY 2019

ITEM NO: 10 – Parish Notice Boards

Future Options Appraisal for the Long term Sustainability of Parish Noticeboards January 2019

Introduction

This paper has been prepared by Cllr Graham Chillcott and Cllr John Goodwin. It endeavours to explore the issues surrounding the long term maintenance, repair and/or replacement of the 7 Council owned noticeboards.

Summary

Examples of parish noticeboards in other parishes tend to be protected by glass/perspex and are locked.

With one exception the vast majority of Copythorne Parish Noticeboards are suitably sited.

All bar one of the Noticeboards are in fair or better condition.

Most require short term maintenance/repair i.e a fresh coat of varnish.

Depending on materials used, and size, new noticeboards cost between £600 and £2000.

A list of recommendations for consideration/debate is provided at the end of this appraisal.

Examples of Noticeboards used by Surrounding Parish Councils.

What is clear from looking at the noticeboards employed by surrounding local Councils, is that the majority of them have either both the parish and the public side protected by glass/perspex. Some are for parish use only.

All have locks on the parish side and those that are protected have locks on the public side too.

One example in Ashurst also has a notice explaining that only charity notices can be displayed on the public side, and also not to use staples!

Those displaying both council and public notices tend to be larger than our current noticeboards.

Notice boards that are made of metal, and are protected by a powder coating, require little or no maintenance. Those that are made of wood, need to be maintained on a regular basis.

Please see photographs below:



Bramshaw PC
(adj Green Dragon)



Totton



Wellow PC
(Winwhistle Road)



Netley Marsh PC
(Woodlands Road - opp Alpine Road)



Netley Marsh PC
(Woodlands Road - by Community Hall)



Brockenhurst PC
(Burley Road)



Lyndhurst PC
(at Appletree Court)



Ashurst & Colbury PC
(Lyndhurst Road)



Minstead PC
(outside Minstead Hall)



Bramshaw PC
(outside village stores)

Existing Noticeboards - January 2019

Siting of Noticeboards.

Most of Copythorne's noticeboards are suitably placed alongside or close to local amenities. Examples being opposite Bartley Post Office, outside Copythorne Parish Hall, next to the post box, St Mary's Church and the parish council owned telephone box on the junction of Winsor Road and Pound Lane.

The one exception is the noticeboard outside the Old Post Office at Cadnam. Public notices tend to be placed on both sides of the noticeboard, and footfall is obviously much less since the post office closed. Consideration should be given to moving the noticeboard when it is replaced. This could be to a suitable site on The Parade, near the Woodington Feeds shop and North East New Forest Conservative Office, or maybe a site near to the petrol station on Romsey Road.

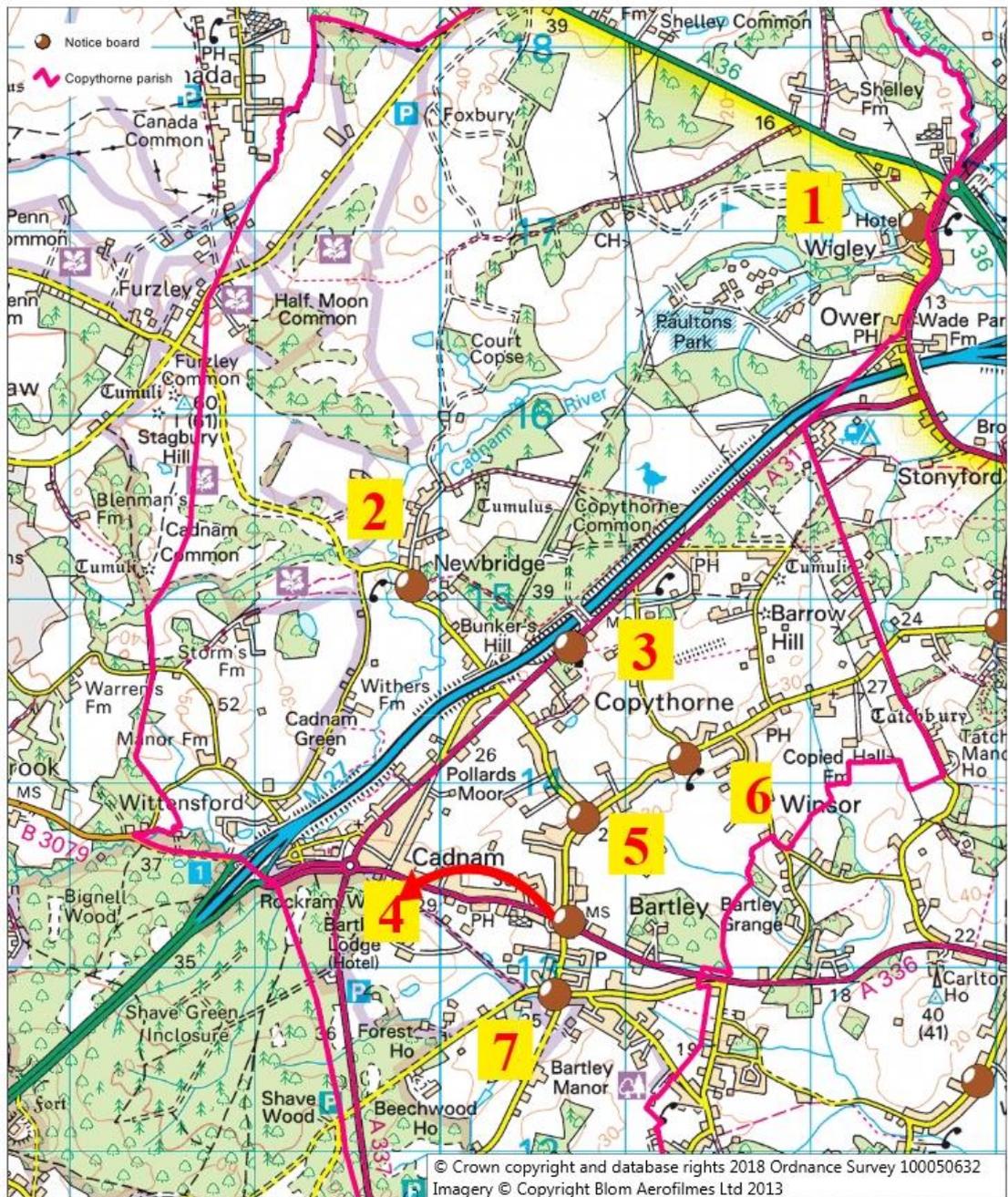
Existing Noticeboards Condition Survey

Location of Parish Noticeboards

There are seven noticeboards owned by the Parish Council. For the convenience and understanding of the Councillors they are shown numbered on the attached map and are as follows:

1. In Old Salisbury Road, Wigley, opposite the Vine Inn.
 2. In Newbridge Road, Newbridge.
 3. In Romsey Road, Copythorne, in front of St Mary's Church.
 4. In Southampton Road, outside the former Cadnam Post Office, Cadnam.
 5. In Pollards Moor Road, outside the main entrance to the Parish Hall.
 6. In Winsor Road, within the layby opposite the Pound Lane Junction, and
 7. In Beechwood Road, opposite the junction with New Inn Lane and Fourways Stores/
Bartley Post Office.
- i) The base map attached shows the information currently being held on the NFDC, GIS Parish map system. (Incidentally Councillor Goodwin is one of the Copythorne Parish Councillors who has received training and has (passworded) access to this system.)
- ii) The title and numbering has been added, for convenience, to the base map provided.

The current recorded position of noticeboard 4 is incorrect and needs correcting.



Notes **NOTICE BOARD LOCATIONS - Drawing 2018-01**

| | | |
|--|---|------------------|
|  <p>Copythorne Parish Council</p> <p>www.copythorne.org.uk</p> | <p>Notice Boards</p> | <p>User Name</p> |
| | <p>Date 09/11/18</p> <p>Scale 28346</p> | |

Survey Details

- iii) The condition survey for each noticeboard comprised the following checks and reports:
 - a. Robustness – a push/pull/shove visual type technique to confirm no immediate structural issues and that, by implication, there would be no foreseeable issues for the next two years.
 - b. Foundation – condition of the concrete spur supports to which the timber noticeboard support posts are bolted.
 - c. Verticality - a check with a spirit level to ensure that the notice board is vertically upright. It was assumed to pass this test if it was less than 12mm out of plumb over 1.8m (1/2 inch over 6ft).
 - d. Public display area - this area can be particularly vulnerable, being specifically noted in the main report, as it is basically open to the elements at all times.
 - e. Locked display area - this area is shielded by the locked door but does make the bottom (timber) section of the door particularly vulnerable.
 - f. Timber top coping - these sloping timber sections basically shield the noticeboard under from the elements and its ability to fulfil this function is paramount, and
 - g. General Comment – a subjective assessment of the whole noticeboard considering all the foregoing objective assessments.

- iv) Each noticeboard has been assessed using the above criteria and reported below:

Survey Results

1. In Old Salisbury Road, Wigley, opposite the Vine Inn

- a. Robustness in good/excellent condition
- b. Foundation timber posts supported by single concrete spurs
- c. Verticality noticeboard vertical
- d. Public display area rotting section needs repair
- e. Locked display area base of door needs minor repair
- f. Timber top coping rotting – needs replacing
- g. General Comment **in fair - good condition**

2. In Newbridge Road, Newbridge.

- a. Robustness in good condition – bolts need tightening
- b. Foundation supported by single concrete spurs
- c. Verticality noticeboard vertical
- d. Public display area severely rotting section needs repair
- e. Locked display area severely rotting section needs repair
- f. Timber top coping rotting – needs replacing
- g. General Comment **in fair condition**

3. In Romsey Road, Copythorne, in front of St Mary's Church.

- a. Robustness in good/excellent condition
- b. Foundation supported by single concrete spurs
- c. Verticality noticeboard vertical
- d. Public display area severely rotting section needs repair
- e. Locked display area minor rotting section needs repair
- f. Timber top coping rotting – needs replacing
- g. General Comment **in poor/fair condition**

4. In Southampton Road, outside the former Cadnam Post Office, Cadnam.

- | | |
|------------------------|---|
| a. Robustness | in good/excellent condition |
| b. Foundation | supported by single concrete spurs/ minor rot to timber |
| c. Verticality | noticeboard vertical |
| d. Public display area | minor rotting section needs repair |
| e. Locked display area | in good condition |
| f. Timber top coping | rotting – needs replacing |
| g. General Comment | in fair condition |

5. In Pollards Moor Road, outside the main entrance to the Parish Hall.

- | | |
|------------------------|---|
| a. Robustness | in good condition – bolts need tightening |
| b. Foundation | supported by single concrete spurs |
| c. Verticality | noticeboard vertical |
| d. Public display area | in good condition |
| e. Locked display area | in good condition |
| f. Timber top coping | rotting – needs replacing |
| g. General Comment | in fair condition |

6. In Winsor Road, within layby opposite the Pound Lane junction.

- | | |
|------------------------|---|
| a. Robustness | in good/excellent condition |
| b. Foundation | supported by double concrete spurs |
| c. Verticality | noticeboard vertical |
| d. Public display area | in good condition |
| e. Locked display area | plywood back needs further investigation – replace? |
| f. Timber top coping | in good condition |
| g. General Comment | in good condition |

7. In Beechwood Road, opposite Fourways Stores/Bartley Post Office.

- | | |
|------------------------|------------------------------------|
| a. Robustness | in good/excellent condition |
| b. Foundation | supported by single concrete spurs |
| c. Verticality | noticeboard vertical |
| d. Public display area | in good condition |
| e. Locked display area | in good condition |
| f. Timber top coping | in good condition |
| g. General Comment | in good condition |

Note: as a minimum all notice boards need a fresh coat of varnish.

Outline costings

A look online at manufacturers of parish noticeboards suggests that ballpark costings are: wooden from £1000, metal from £2000 and recycled plastic wood effect from £600.

Examples of parish notice board manufacturers in the UK include: The Parish Noticeboard Company, Nature Sign Design, Glasdon and Noticeboardsonline.

Recommendations

The report's recommendations are presented as a numbered list to enable the Clerk (and members) more easily to record the decisions made by the full Parish Council at the meeting.

1. Current noticeboards are 4 times A4 on each side.
It is recommended that all replacement noticeboards have sufficient room for 6 times 4A notices to be posted on Parish and public sides.

2. In the short term, we should implement a programme to repair all the noticeboards. Initially all notice boards need to have their top copings replaced and fresh coat of varnish. Initially it is proposed to obtain a quotation from the parish lengthsman for consideration by the Parish Council.
3. Every 2 years a conditions report on their noticeboards is presented to the Parish Council.
4. A rolling replacement programme is introduced for noticeboards, starting with the one that is in the worst condition, namely Romsey Road (in front of St Mary's Church). This first replacement noticeboard should be in place before the end of the first term year of the new council. Replacement noticeboards will utilize the existing concrete mounting posts.
5. Re-site the Southampton Road noticeboard when it is replaced, to either a site on The Parade or a site near to the petrol station on Romsey Road. A report on the preferred option to be presented to a later meeting.
6. All replacement noticeboards are covered with glass/perspex and are secure on both the council and public sides. The council side will be locked. The public side can be either locked or freely accessible. **Meeting to decide preferred option*.*
7. All public notices are to be approved using best practice by the Parish Clerk.
8. Replacement noticeboards to be:
 - either metal powder coated (green in colour), or are made from recycled plastic wood (wood effect colour).

Further investigations should include:

- obtaining pictures of suitable examples and design/styles of noticeboards for consideration by the Council
- undertaking further investigation into whether it will be possible to obtain 3 quotations from suitable manufacturers, which contain a guarantee for a minimum period of 5 years.
- obtaining pictures of suitable examples and design/styles of noticeboards for consideration by the Council.

Once the above details have been obtained a further report will be presented to the Parish Council for their consideration.

9. The media/publicity (including website) working group should consider setting up a virtual Parish noticeboard online through our website. This could initially "showcase" events at Copythorne Parish Hall before being widened to encompass the whole Parish.

GC and JG 22/01/19